WV National Guard

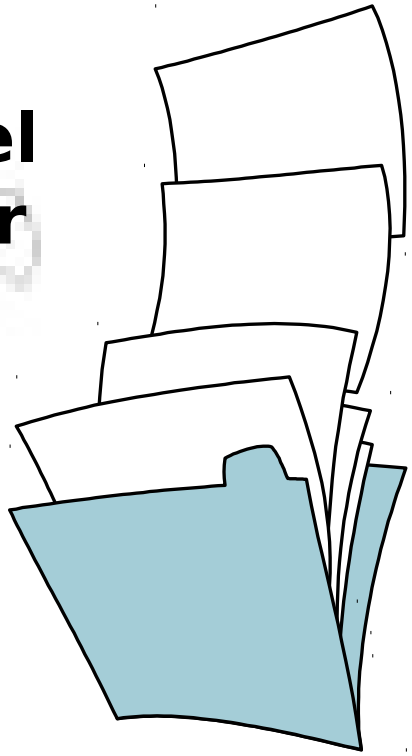
Human Resources Office

Work Folder Record Keeping

Ref: 5 CFR part 293 – Personnel Records

Work-folder Contents

- **Supervisor’s checklist**
- **Supervisor's Record of Personnel Employment (NGB Form 904-1 or automated Supervisor’s Brief)**
- **Emergency contact information**
- **Performance related records**
- **Conduct related records**



Work-folder Contents

continued …

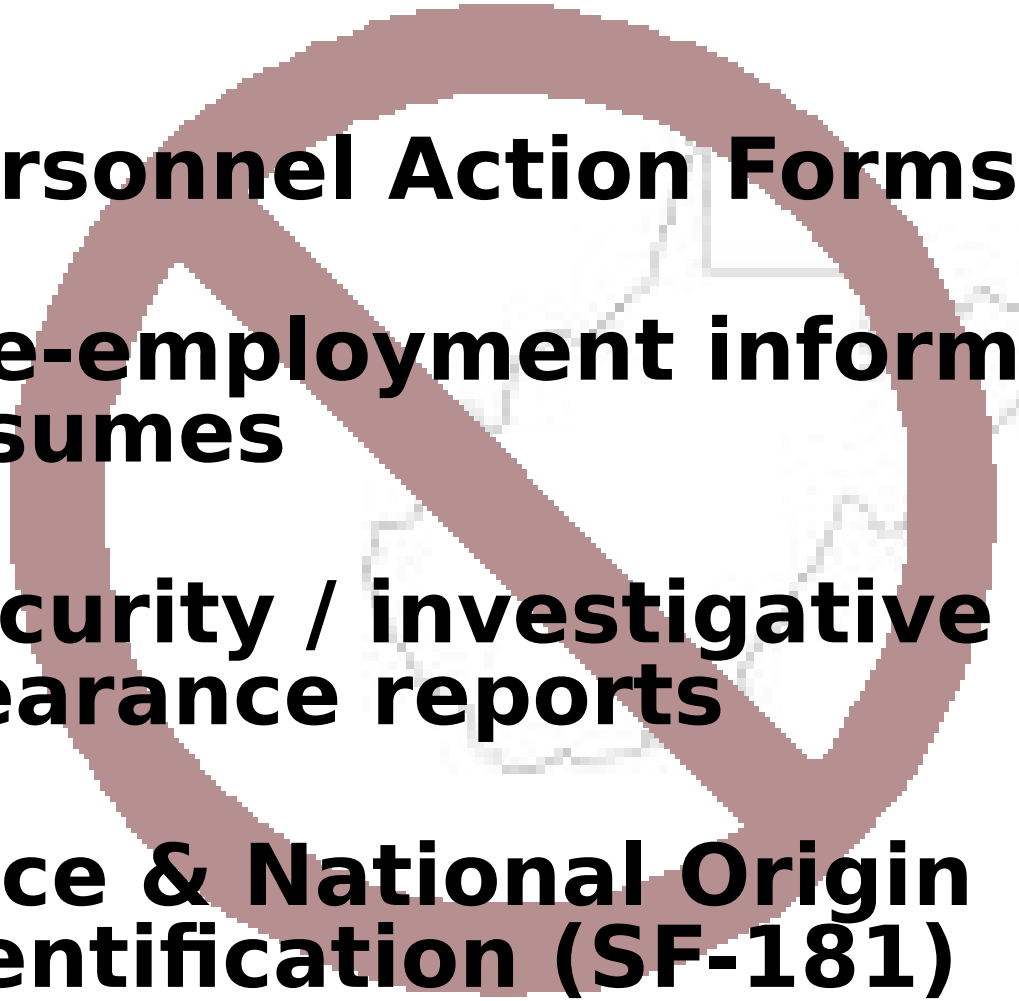
- **Leave Schedule**
- **Requests for Personnel Action (SF-52)**
- **Training related documents**

Work-folder Contents

continued
…

- **Current position description(s)**
- **Special qualifications verification documents**
- **Awards or commendation(s) documents**

Prohibited Documents



- **Personnel Action Forms (SF-50)**
- **Pre-employment information / resumes**
- **Security / investigative / clearance reports**
- **Race & National Origin Identification (SF-181)**

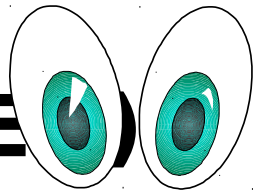
Prohibited Documents

continued ...

- **Self-ID of Medical Disability (SF-256)**
- **Training certificates of completion**
- **Personal Medical information**
- **Letters of indebtedness**
- **Employee's photograph**

Personal Record-keeping

- **Maintained as temporary memory / joggers**
- **Not under agency / organizational control**
- **For Your Eyes Only (FYEO)**



Care & Disposition

- **Maintained in lockable file/desk at supervisor's work site or nearby**
- **Retained indefinitely if relevant to supervisory responsibilities**
- **Destroyed 90 days after employee separates or is separated**

Work-folder Access

- **The subject employee and any others he/she authorizes in writing**
- **Supervisors/managers in the direct chain**
- **Persons with official “need to know”**
- **Other officials conducting authorized activities**

Summary

- **Understanding work-folder & recording purpose**
  - **Contents**
  - **Prohibited Documents**
  - **Records for Personal Use**
  - **Care & Disposition**
  - **Access**

West Virginia National Guard

Questions ????

Army and Air Force Human Resources Office